

St Martin Parish Technology Boot Camp

JCampus Session

June 22nd, 2016

Gradebook Features Sometimes Missed by Busy Teachers

1. *(Kind of New) Attendance Log*: Meant as an easier way to print an attendance posting log for the sub, or just to track something.
 - a. Click the Attendance Log on the navigation screen. Set for desired grading period. The “tall” feature is nice. The “All Periods” feature puts all students on one roster for a given period (Handy for high schools and special ed with multiple sections at the same time)

2. *Gradebook / Seating Chart*: Handy at points in the year with a new staff member. Arrange the students, display for name or ID, then Save. Print for reference for staff member.

3. *Gradebook / Show Me button*: Handy for highlighting various items in the listing of assignments.
 - a. Select Valid Grades, then a particular grade, such as “Empty” to highlight the assignments with that feature.
 - b. Select Sped to highlight active special ed students in the class.
 - i. Need to see the details? Click the student, then select iGear, Student, Special Ed Info.
 - c. Select 504 to highlight 504 students in the class.
 - i. Need to see the details? Click the student, then select iGear, Student, 504 Info.
 - d. Select Health to highlight students with Health conditions and data.
 - i. Need to see the details? Click the student, then select iGear, Student, Health.
 1. Will show health conditions, screenings, emergency plans, etc...

4. *Gradebook / Grades / Duplicate Grades*: Students pretty much made the same grade on an assignment. Need a quick way to push out to all students? Use this feature.
 - a. Click Grades / Duplicate Grades. Select the assignment, then enter the grade to duplicate. Click Ok and all students quickly have this score. Edit any exceptions.

5. *Gradebook / Grades / Drop Restore Grade*: Need a way for a grade to now count, but not go away? Or, need to restore a cell for a student that dropped?
 - a. Click on the assignment cell to drop or restore.
 - b. Click Grades / Drop Restore Grade. Restore or Drop All? Tell it “Cancel”. Restore or Drop this one grade? Tell it “Yes”.

6. *Gradebook / Grades / Lock Unlock Assignment*: Have big fingers, or click all over resulting in unintentional grade changes? This feature may be helpful.
 - a. Click on any cell in a column of grades.
 - b. Click Grades / Lock Unlock. Grades will turn “red” to show lock condition. If you type, will not change. Repeat to unlock.

7. *Gradebook / Grades / Show Grade Calculation*: Need to show a parent or student how a grade was calculated?
 - a. Click on an average of a student.
 - b. Click Grades / Show Grade Calculation. A printable screen will show how the grade average was calculated, including an explanation of how weights were used if part of the averaging.

8. *Gradebook / Reports / Grades / Term Grades / Single Student Projected or All Students Projected*: So you are in the middle of a term and a student needs to know what the final grade would be if things were completed now.

- a. If working on a single student, highlight the student. If working for all students, no need to select anyone.
- b. Click *Grades / Reports / Grades / Term Grades / Single Student Projected or All Students Projected*.
- c. The student or students will show the projected final grade of the student(s) for the class as of now.

9. *Gradebook / Reports / Grades / Student Missing Assignment Report*: Need to print a report of missing assignments for a student, or all students? This is the report to help.

- a. If working on a single student, highlight the student. If working on all students, no need to select anyone.
- b. Click *Reports / Grades / Student Missing Assignment Report*. Select either "Selected Student" or "All Students". Print the preview.

10. *Gradebook / Reports / Grades / Detailed Progress Report*: Need to give a student a progress report?

- a. Select the student.
- b. Go to *Reports / Grades / Detailed Progress Report*. Click on the "Selected Student". Print out.

11. *Gradebook / Reports / Rosters / Test Score By Roster*: Need to see previous state test scores of students in a class?

- a. Go to *Reports / Rosters / Test Score by Roster*. Don't be scared of all the setup boxes. Set for desired test type and year, then click Ok.

12. *Gradebook / iGear / Communication / Parent Contact Log*: Enter contact instances with the parent/guardian here. Very helpful for logging communications.

- a. Select student.
- b. Go to *iGear / Communication / Parent Contact Log*. Click New, then fill out quick notes on communication. Save.

13. *Teacher Notes on Student Progress Center*: Send communication notes to student/parent/guardians to the Student Progress Center, then review for date opened.

- a. Click *Teacher Notes*. Click Add button.
- b. Set the intended students of the note. Compose the contents of the note. Click Add again.
- c. Students / Parents will see the note under "Communication".
- d. Come back to see if opened. Click on count of recipients. Date opened by student / parent/guardian will be displayed.